DATA ACCESS REQUEST FORM

GUIDE FOR MAKING A PERSONAL DATA ACCESS REQUEST ("DAR")

FOR THE PURPOSE OF THIS FORM:

- As a Data Subject under the Personal Data Protection Act 2010 ("PDPA"), you may request for access to your personal data.
- For identification and verification purposes, you are **required** to produce a copy of your National Registration Identification Card (NRIC) or passport.
- Your request will be processed within 15 days of submission
- Please note that Celcom will not be able to comply with your request in certain circumstances, e.g. where we are provided with insufficient information to locate the personal data requested for or where the request relates to personal data which is commercially confidential to Celcom but we will notify you of any such decision.

CONTACT US:

Please send the completed form to the following email address:
privacy@celcom.com.my

SECTION 1: PARTICULARS OF DATA SUBJECT
[only to be filled by the data subject himself / herself]

Full name (as per NRIC)	:
NRIC/Passport Number	:
Telephone number	:
Email address	:

Note:
Kindly attach a copy of your IC for verification purposes.

SECTION 1A: PARTICULARS OF DATA SUBJECT
[only to be filled by Celcom Visitor]

Celcom Venue	:
Level/floor visited	:
Date visit Celcom	:
Meeting with	:
Purpose of visit	:

SECTION 2: THE PERSONAL DATA SOUGHT

Please provide us with a description and the specifics of the personal data that is being requested:

_____
_____
_____
_____
_____
_____

*Please note that too general a description (e.g. 'all personal data') may result in us being unable to process your request due to our inability to locate the specific personal data to which this request relates.

SECTION 3: FORM OF PERSONAL DATA SOUGHT

I would like my personal data in the following form :

☐ Hardcopy (to collect);

☐ email (please provide email address): _____

☐ No copy required.

SECTION 4: DECLARATION

I, _____ hereby certify that the information given in this form and any documents submitted enclosed are true and accurate. I understand that (i) it will be necessary for Celcom to verify my identity, and (ii) that Celcom may contact me for more detailed information in order to locate the personal data requested.

I also understand that any and/or all personal data provided by me in this Personal Data Access Request Form will be collected and processed by Celcom as personal data in accordance with the Personal Data Protection Act 2010.

Signed: _____ Date: _____

SECTION 5: RELEVANT SUPPORTING DOCUMENTS

A	Request by Data Subject	For Office Use
1.	Photocopy of NRIC/First page of Passport	☐
2.	Other relevant supporting documents	☐